

## Collaboration Effectiveness Survey

Strong collaboration drives innovation, engagement, and performance. This survey helps teams evaluate how effectively they work together, share information, and achieve common goals, identifying practical ways to improve teamwork.

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### 1. Purpose of This Tool

- ☐ Assess how well the team collaborates and communicates.
- ☐ Identify barriers that limit effective cooperation.
- ☐ Encourage open dialogue about shared goals and responsibilities.
- ☐ Highlight strengths that support collaboration.
- ☐ Provide data to guide team development and performance improvement.

**Tip:** Collaboration improves when everyone understands how their work contributes to the bigger picture.

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### 2. Survey Instructions

- ☐ Rate each statement on a scale of **1 (Strongly Disagree)** to **5 (Strongly Agree)**.
  - ☐ Complete the survey individually and discuss results collectively.
  - ☐ Focus discussion on solutions and shared accountability.
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### Notes

### 3. Collaboration Assessment Statements

| Category                   | Statement                                                           | Rating (1–5) |
|----------------------------|---------------------------------------------------------------------|--------------|
| <b>Shared Purpose</b>      | Our team has a clearly defined common goal.                         |              |
|                            | Everyone understands how their work supports the overall mission.   |              |
| <b>Communication</b>       | Team communication is open, timely, and transparent.                |              |
|                            | Information flows freely without unnecessary barriers.              |              |
| <b>Trust</b>               | Team members rely on one another to deliver quality work.           |              |
|                            | People admit mistakes and learn from them without fear.             |              |
| <b>Decision-Making</b>     | We make decisions collaboratively with input from the right people. |              |
|                            | Once decisions are made, the team aligns behind them.               |              |
| <b>Accountability</b>      | Everyone takes responsibility for their commitments.                |              |
|                            | We address missed deadlines constructively, not defensively.        |              |
| <b>Conflict Management</b> | We handle disagreements respectfully and focus on solutions.        |              |
|                            | Tensions are discussed early before they escalate.                  |              |
| <b>Innovation</b>          | Team members feel encouraged to share new ideas.                    |              |
|                            | Experimentation is supported, even when outcomes are uncertain.     |              |

☐ Review total scores by category to identify collaboration strengths and gaps.

**Tip:** Look for patterns - for example, strong communication but low innovation may signal risk aversion.

#### 4. Results Summary

| Category | Average Score | Strength / Development Area |
|----------|---------------|-----------------------------|
|----------|---------------|-----------------------------|

|                |  |  |
|----------------|--|--|
| Shared Purpose |  |  |
|----------------|--|--|

|               |  |  |
|---------------|--|--|
| Communication |  |  |
|---------------|--|--|

|       |  |  |
|-------|--|--|
| Trust |  |  |
|-------|--|--|

|                 |  |  |
|-----------------|--|--|
| Decision-Making |  |  |
|-----------------|--|--|

|                |  |  |
|----------------|--|--|
| Accountability |  |  |
|----------------|--|--|

|                     |  |  |
|---------------------|--|--|
| Conflict Management |  |  |
|---------------------|--|--|

|            |  |  |
|------------|--|--|
| Innovation |  |  |
|------------|--|--|

☐ Use this table to summarise and discuss results as a team.

**Tip:** High scores indicate alignment, while scores below 3 highlight areas for immediate focus.

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#### 5. Collaboration Barriers Analysis

| Barrier Identified | Description | Impact (H/M/L) | Root Cause | Possible Solution |
|--------------------|-------------|----------------|------------|-------------------|
|--------------------|-------------|----------------|------------|-------------------|

☐ Use this analysis to uncover obstacles affecting performance.

**Tip:** Barriers are often systemic - address root causes, not just symptoms.

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**Notes**

## 6. Communication Channels Review

| Channel | Purpose | Effectiveness (1–5) | Improvement Needed |
|---------|---------|---------------------|--------------------|
|---------|---------|---------------------|--------------------|

Team Meetings

Email / Messaging

Collaboration Tools (Teams, Slack, etc.)

Informal Conversations

☐ Evaluate how effectively each communication channel supports collaboration.

**Tip:** Too many channels can fragment information - streamline where possible.

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## 7. Strengths and Success Stories

### Collaboration Strength Example in Practice Benefit to Team

☐ Capture positive examples to reinforce good habits and celebrate success.

**Tip:** Recognition motivates continued collaboration.

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## 8. Improvement Actions

| Focus Area | Agreed Action | Owner | Deadline | Progress |
|------------|---------------|-------|----------|----------|
|------------|---------------|-------|----------|----------|

Communication

Decision-Making

Trust Building

Idea Sharing

☐ Convert insights into specific, measurable team actions.

**Tip:** Commit to a small number of changes and review progress monthly.

## 9. Reflection Questions

### Question

### Reflection

What helps us collaborate most effectively?

What behaviours or habits reduce collaboration?

How well do we listen to each other's ideas?

What would make collaboration easier and more enjoyable?

☐ Use these questions in a follow-up workshop or team meeting.

**Tip:** Open reflection builds shared understanding and unity.

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## 10. Review Schedule

### Review Date Summary of Findings Improvement Progress Next Review Date

☐ Reassess collaboration every six months to track progress.

**Tip:** Regular measurement ensures improvement stays consistent.

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## How to Use This Survey

Distribute this survey to all team members, then discuss the findings together in an open, solution-focused session. Use the results to design action plans for improving trust, communication, and alignment. Combine this tool with the Team Dynamics Assessment and Psychological Safety Checklist for a full picture of team effectiveness.

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## Notes